

## CHECK REQUEST

PARTICIPANT(S) NAME \*\*\*: \_\_\_\_\_  
 (\*\*\*)Can list below)

SPORT PARTICIPATING IN: \_\_\_\_\_

COACH: \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_

DEPARTURE DATE & TIME: \_\_\_\_\_

RETURN DATE & TIME: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

ACTIVITIES DIRECTOR'S APPROVAL: \_\_\_\_\_

DISTRICT ADMINISTRATOR'S APPROVAL: \_\_\_\_\_

MONEY NEEDED BY: \_\_\_\_\_

MEAL	STUDENTS K-6	STUDENTS 7-12
BREAKFAST	\$4.75	\$5.75
LUNCH	\$5.50	\$6.50
BRUNCH (AS A SUBSTITUTE FOR BREAKFAST AND LUNCH)	\$8.50	\$10.25
DINNER	\$6.50	\$7.50
ENTIRE DAY	\$16.75	\$19.75

Student(s) must be representing the District as a member of a team or as a contestant of a school sponsored activity or event at a level above the local, conference, or area level. Requests require prior district administrator approval and prior notice allowing time to run an accounts payable check. **Requests must be generated through the appropriate advisor/coach, athletic director, athletic events, and appropriate principal.**